**Assessment Package**

**Package Overview for Assessors** https://detwww.det.nsw.edu.au/media/downloads/deptresources/templates/visualstyle/thelogo/det_full.gif

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| **Package Number**  **Package Title** | BSB07 – Package Five.  *Getting it Right* | |
| **Training Package** | Business Services (BSB07) | |
| **Unit(s) /Elements to be assessed by this package:** | BSBWOR202A: Organise and complete work activities  BSBITU202A; Create and Use spreadsheets. | |
| **Package contents and information for assessors** | **Pages 2-5** | The Assessment Notice includes the **task description** andis provided to students. The task notice should be amended to reflect your schools resources. The suggested timeframe for this activity determined by your class |
|  | **Page 6** | **Student Self Assessment**  This checklist is designed to be handed to the student. It enables the student to undertake a self assessment before submission of the task. The completed checklist should be handed to the assessor with the completed task. The assessor is than able to use the checklist to determine competence and provided feedback  observation. |
|  | **Page 7** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when all aspects of the task have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed. |
| **Equipment and/or resources required** |  | Access to personal computer and printer.  Access to internet and email. |
| **Other comments** |  |  |

# Western Sydney Region

# WS_DETLOGO_COLOUR-01Vocational Education and Training

### Assessment Notice

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| **VET Framework: Business Services** | |
| **Assessor / Teacher:** | |
| **Unit of competency**  BSBWOR202A: Organise and complete work activities  BSBITU202A; Create and Use spreadsheets. | |
| **Date Given : Due Date:** |
| Employability Skills are contained in this assessment |

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| **Task Description: this task will be completed in 2 parts**  **Part 1:** **Organising your own work schedule**.  **j0199395** Your time at work is valuable. To use your time effectively you need to plan your day. At the beginning of each day you should look at the tasks you have to do and how long it will take to complete each task. Try to predict what might waste your time through the day and come up with solutions to these before they happen.   |  |  | | --- | --- | | **Time wasting activity** | **Solution** | | Poor planning of priorities and unclear goals |  | | Personal disorganisation |  | | Inefficient meetings |  | | Procrastination |  | | Unexpected visitors |  |   **Reviewing your Work Schedule**  No matter how well planned you are, situations will arise where you will have to change your work schedule. This might be because you are asked to complete an urgent task or that things don’t go according to plan. It is important that you don’t panic!! Be flexible while making sure that you negotiate changes to your work schedule with your supervisor.  **Case Studies;**  **Case one** – your supervisor suddenly arrives at 12:30p.m., with some urgent photocopying for you to do. You were organising the outgoing mail that needs to be sent by 3p.m.  How will you reorganize your work schedule?  **Case two** – the photocopier at your workplace breaks down and nobody is able to fix it. Your priority is now to ring the photocopier centre to have the copier fixed as soon as possible.  What effect will this have on your work schedule?  **Resources**  List all of the resources necessary for you to complete the following tasks:   1. Your employer asks you to contact all the businesses clients and check that their mailing address is correct. You will then have to send each customer a brochure on your new products. 2. Your boss has asked you to copy and collate a 45-page procedures manual for distribution at Tuesday’s staff meeting. He wants each booklet bound with a coloured cover.   **Role Plays;** work with a peer to prepare / write a script for the following role plays.   1. It is your first day as an office junior. Your supervisor explains the tasks you will do each day and when you are expected to do each one. (Tasks will include collecting and sorting the mail, typing letters, answering the phone and relieving the receptionist when she goes to lunch.) 2. You notice that a colleague sits for long periods of time completing the one task. Explain to him/her the importance of rotating tasks   **Part 2: Spreadsheet Concepts**  Create a spreadsheet using the following information. You have been asked to prepare a spreadsheet using the results of a survey on the types of fizzy drinks people prefer. 3000 people were asked what their favourite fizzy drink is, and what their next preference would be if their favourite was not available.   1. Enter the raw data below, applying as many presentation features (font, font size, font colour, number formats and colour, cell shading, test rotation, etc) to it as you wish. 2. Apply appropriate number formats to your numbers. 3. Centre your spreadsheet horizontally on the page. 4. Give your spreadsheet an appropriate title and centre it across your spreadsheet. 5. Select the best page orientation for your spreadsheet. 6. Adjust the column width and row height to suit the layout you have selected. 7. Create formula's to calculate the percentage of the total number of people surveyed that preferred a specific fizzy drink as their first preference. 8. Create formula's to calculate the percentage of the total number of people surveyed that preferred a specific fizzy drink as their second preference. 9. Setup an appropriate header for this spreadsheet. 10. Setup a page number for this spreadsheet and place it in the footer. 11. Once complete save your work in a file named ‘getting it right pt2’.  |  |  |  | | --- | --- | --- | | **Drink** | **1st Preference** | **2nd Preference** | | Pepsi | 342 | 403 | | Coca Cola | 359 | 367 | | 7Up | 238 | 290 | | Lift | 215 | 190 | | Mountain Dew | 321 | 311 | | Fanta | 103 | 80 | | Ginger Beer | 180 | 380 | | Leed Lemonade | 217 | 120 | | Lemonade | 215 | 105 | | L&P | 425 | 414 | | Vanilla Coke | 203 | 67 | | Don’t Knows | 182 | 273 |   **Chart Concepts**  Use the Fizzy Drink Survey spreadsheet created to create the Pie Chart below.  Pie%20Chart%205  Note: the data represented here is made up for training purposes and in no way represents any market research on these produces. |

**Student Self Reflection** https://detwww.det.nsw.edu.au/media/downloads/deptresources/templates/visualstyle/thelogo/det_full.gif

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| **Candidate name:** |  |
| **Unit:** | Theme 5; Getting it Right. |
| **Assessor / Teacher:** |  |

| **During this assessment**  *( insert a tick for ‘yes’, cross for ‘no’,* | **Student** |
| --- | --- |
| Did you clearly understand the task directions? |  |
| Were you able to provide solutions to the time wasting scenarios? |  |
| Was your verbal communication clear when designing a role play script with your partner? |  |
| Have you created the pie chart as directed? |  |
| Have you saved the spreadsheet activity to the correct file? |  |
| Did you need to access more support to complete the spreadsheet activity? |  |
| Are you more confident in organising your work activities? |  |

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| **Candidate Self Reflection** |
| General comments, strengths or improvements needed: |

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| **Candidates signature:** |  | **Date:** |  |
| **Assessor signature:** |  | **Date:** |  |

# WS_DETLOGO_COLOUR-01Western Sydney Region RTO

# Vocational Education and Training

**Assessment Feedback**

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| **VET Framework:** Business Services | |
| **Assessor / Teacher:** | |
| **Unit of competency**  BSBWOR202A: Organise and complete work activities  BSBITU202A; Create and Use spreadsheets.  This activity provides evidence towards:  BSBITU102A Develop keyboard skills | |
| **Due Date: Date Received:** |

**Overall Result**

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| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| BSBWOR202A: Organise and complete work activities | Organise work schedule |  |
|  | Complete work tasks |  |
|  | Review work performance |  |
| BSBITU202A; Create and Use spreadsheets | Select and prepare resources |  |
|  | Create simple spreadsheets |  |
|  | Produce simple charts |  |
|  | Finalise spreadsheets. |  |

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| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |